



November 2004

**UNITED STATES ARMY  
SOLDIER SUPPORT INSTITUTE  
ADJUTANT GENERAL SCHOOL**

**PROCESS ENLISTED  
TRANSFER/DISCHARGES FROM THE  
ACTIVE ARMY**

**PRACTICAL EXERCISE**

**(DO NOT WRITE IN BOOKLET)**

## **STUDENT INSTRUCTIONS**

**OBJECTIVE:** This practical exercise is designed to evaluate your ability to process a recommendation for enlisted transfer/discharge from the active Army.

### **MATERIALS REQUIRED:**

1. AR 635-200
2. Scratch Paper (must be turned in with Practical Exercise)
3. Answer Sheet
4. Number 2 Pencil

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### **INSTRUCTIONS:**

- a. This practical exercise contains fifteen questions. Count and check each question now. If you are missing a question or a portion of the exercise is illegible, obtain a new PE booklet from your instructor.
- b. Mark your answers on the answer sheet. Do not write in this booklet.
- c. Pay very close attention to detail as you answer these questions. Each question contains only one correct answer. Read each question carefully, but keep moving so that you can answer all of the questions in the time allotted. You will have one class period (50 minutes) to complete this PE.
- d. All work on this practical exercise must be your own. You may **NOT** communicate with other students, give or receive assistance, make record of your answers anywhere but on your answer sheet, or pass on information about this examination to other students. Failure to follow these instructions will result in the appropriate disciplinary action being taken.
- e. Upon completion of this practical exercise, turn in your practical exercise booklet and any scratch paper or other issued materials to the instructor. You will receive further guidance at that time.

**DO NOT BEGIN THIS PRACTICAL EXERCISE UNTIL YOU ARE TOLD.**

1. PFC Scott Parker has a long history of misconduct. Incidents involve fighting, petty robbery, and drunk and disorderly conduct. His commander has counseled and punished PFC Parker but with no positive results. Although coworkers and supervisors report that PFC Parker appears to be trying to improve his conduct, he still has not been successful in staying out of trouble. PFC Parker is being released under what type of separation?
  1. Separation for misconduct
  2. Separation for unsatisfactory performance
  3. Separation for the convenience of the government
  4. Separation for alcohol or other drug abuse rehabilitation failure
2. SFC Jon Battenkill's ETS is two months away. At that time, he will have completed 21 years of active federal service in the Army. He has submitted a request for retirement. Under what type of separation will SFC Batten be released?
  1. Separation because of hardship
  2. Separation for expiration of service obligation
  3. Separation for retirement for length of service
  4. Separation for the convenience of the government
3. PFC Maria Flores is being discharged upon her normal ETS. She is to be separated under what chapter in AR 635-200?
  1. Chapter 3
  2. Chapter 4
  3. Chapter 5
  4. Chapter 8
4. PVT Margaret McDowell is being discharged for a fraudulent enlistment. She is to be separated under what chapter in AR 635-200?
  1. Chapter 4
  2. Chapter 5
  3. Chapter 6
  4. Chapter 7
5. As a Human Resource Specialist, when a separation requires counseling prior to processing what is your responsibility?
  1. Counsel the Soldier IAW AR 635-200
  2. Inform the Soldier when and where he or she will be counseled
  3. Inform the Soldier's commander of the soldier's need for counseling
  4. Verify that the required documentation is included with the separation packet
6. SGT Gilbert Richardson is being discharged for misconduct. He is to be separated under what chapter in AR 635-200?
  1. Chapter 12
  2. Chapter 13
  3. Chapter 14
  4. Chapter 15

7. SGT Marlys Britt's commander has submitted separation proceedings based on her unsatisfactory performance. Before processing the separation, you check her separation packet to ensure that her commander has taken what action with SGT Britt?
1. Provided legal documentation to support his or her separation recommendation
  2. Provided documentation that a complete mental evaluation was conducted on SGT Britt
  3. Provided documentation that a complete medical evaluation was performed on SGT Britt
  4. Provided documentation that a medical, mental evaluation, counseling and rehabilitative measures were taken with SGT Britt
8. Which of the chapters listed requires counseling before initiating a Separation action?
1. Chapter 8
  2. Chapter 12
  3. Chapter 15
  4. Chapter 17
9. When is a separation action returned to the originating separation authority?
1. When the separation action is incomplete
  2. When the separation action has expired
  3. When the originating authority requests a copy of the separation action
  4. When the Soldier requests for the separation action
10. CPL Ralph Dunlap does not meet the Army's body fat standards. Health care personnel determined by that CPL Dunlap did not have a medical condition preventing him from participating in the Army body fat reduction program. CPL Dunlap did not make satisfactory progress while in the body fat reduction program. He was removed from the program 6 months ago. CPL Dunlap's commander has determined CPL Dunlap is unqualified for further military service because of unsatisfactory performance. What type of separation/discharge proceedings can CPL Dunlap's commander initiate against him?
1. Patterns of misconduct
  2. Bad conduct discharge
  3. Unsatisfactory performance
  4. Failure to meet body fat standards
11. When is a Soldier eligible to retire from the Regular Army?
1. After completing 10 years of active Federal service
  2. After completing 15 years of active Federal service
  3. After completing 20 years of active Federal service and all service obligations
  4. After completing a combination of 20 years of active Federal service and the Army National Guard or Army Reserves

12. Where do you distribute the original copy of the proceedings?
1. Send it to HQDA
  2. File it in the soldier's ERB
  3. File it in the permanent section of the soldier's MPRJ
  4. Mail it to the soldier at his legal home address two weeks after his or her separation date
13. Who is authorized to separate/discharge a Soldier from AD or ADT under Chapter 6?
1. Any Commander
  2. Commanders with courts-martial authority
  3. Commanders with general courts-martial authority
  4. Commanders with special courts-martial authority
14. Sergeant Taylor has been enrolled in the ADAPCP for eight months and is considered a rehabilitation failure. Under which chapter should the Soldier be discharged?
1. Chapter 4
  2. Chapter 7
  3. Chapter 8
  4. Chapter 9
15. Private Simpson was diagnosed as pregnant in the third week of Basic Training and cannot participate in most of the training exercises. Under what chapter will she be discharged?
1. Chapter 6
  2. Chapter 8
  3. Chapter 11
  4. Chapter 14